

**Instructions: Submitting a CRDC Progress Report using Fluxx**

CRDC has transitioned to a new grant management system – Fluxx ([crdc.fluxx.io](https://crdc.fluxx.io/)). To submit a report, you will need to utilise the new Fluxx system.

**To action the report:**

1. You will find a list of all your project reports under *Reports* on the navigation panel. Your upcoming report/s will be listed under ‘Due in the next ninety days’. Click on the report and then *Edit* at the top right of screen.
2. Once you have completed the report, click *Save and Close* and then click *Submit Report to Grantee Admin*. Click on refresh and you will see the report status updated.
3. The report will workflow to your administrator for review. They can either return the report to draft for edits or submit to CRDC.

**Important things to note:**

* This document is a word version of the fields that are required to be completed in Fluxx. ***This form is to help you draft the text for pasting into Fluxx only, do not add it as an attachment.***
* Where there are system limitations that prevent the ability to include graphs, pictures or background documents, attachments can be uploaded with your report. Please note you must abide by character limits where applicable. Attachments cannot be used as workarounds for the text fields in Fluxx.
* Please ensure you select ‘save and continue’ as you progress, as the system does not auto-save.
* If you have any queries, please contact CRDC Innovation Administration on 02 6792 4088 or [research@crdc.com.au](mailto:research@crdc.com.au).

**Extension requests:**

If you need to request an extension to the submission date of your report this must be done from the Fluxx portal on the report you are requesting an extension for. Click on the report and select *Edit*. Complete the *Extension Request* with justification. Then click *Save and Close* and *Submit Extension Request*. NB: A request for extension does not guarantee approval.

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**PROGRESS REPORT**

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| **Brief summary of notable achievements:**  *Provide a brief summary of progress against objectives including notable achievements produced by the project this reporting period (last 6 months). This information will be used as a basis for reporting to the CRDC Board and Cotton Australia Panels.* ***Maximum 2,000 characters.*** |
| **Overall project progress status:** Choose an item. |
| **Trials:**  As part of your research are any trials being conducted on farm? Choose an item.  If yes, how many hectares are growers contributing to these trials?  Have you provided the cooperating grower/s with any results or information about the progress or outcomes of the trial? If not, how and when do you intend to communicate with the grower/s? |
| **Research Questions & Project Milestone Updates:**  *Click on ‘New Update’ against each milestone for this reporting period.*  Final milestone update? Choose an item.  Milestone status at this time: Choose an item.  Progress against milestone comment: |
| **Project Collaborations for this reporting period.** *Click on the green* ***+*** *to add*  Collaboration Type: Choose an item.  Collaborator Name/s (person):  Organisation Name:  Description of collaboration activity:  Start date of collaboration:  End date of collaboration:  Save |
| **Communication Activities: Publications**  *CRDC-supported researchers are required to submit materials to CRDC for review before publishing. This is to check for accuracy, to ensure no IP or commercialisation issues, and to provide content for CRDC’s Spotlight magazine. Researchers are also required to acknowledge CRDC’s funding.*  *For more information see the* [*CRDC Researchers’ Handbook*](https://www.crdc.com.au/publications/crdc-researchers-handbook)*.  In Fluxx, a list of publications connected to the project will show. Please review the list of publications connected to this project. Note that if the state of a publication item is in Draft it has not yet been submitted to CRDC for review and approval. Navigate to the Publication section called Drafts on the left side panel to review and submit the publication to CRDC for review.*  *You can press on the green* ***+*** *to add a publication.* *Note that publications created on this report will not be considered submitted to CRDC until you submit it from the Publication section.*  **CRDC Project ID:**  **Classification Choose an item.**  **Expected release date:**  **Confidential or public release?**  **Title:**  **Description:**  I confirm that I have reviewed the Publications module and added any publications produced in the project that are not yet submitted to CRDC. I ensured to add final published versions.  Do you have outputs / communications you intend to communicate over the next 6 months? |
| **Project Outputs**  *Please list all planned (i.e. recorded in the Full Research Proposal) and unplanned outputs produced by the project this reporting period (last 6 months). Refer to*[*CRDC Outputs & Outcomes example document*](https://crdc.fluxx.io/s3/config_doc/8010/3138748)*to assist in completing this section. Please provide references and copies of outputs delivered.*  **Output type** Choose an item.  **Outputs produced name:**  **Description:** |
| **Project Team Updates**  *The current project team list will show.*  **Have there been any changes to the Project Team (as listed on your FRP) in this reporting period?**  *Note: A Schedule 3: Acknowledgement will need to be submitted to CRDC for any additional project team members since initial contracting. If you are unsure if this has been completed for any of the project team, please contact CRDC Project Administration.* |
| **Budget**  Has there been any significant difference to the anticipated project expenditure during the period covered by the progress report? If yes, describe the difference and comment on any potential implications for the project. |
| **Assistance required**  Would you like any assistance from CRDC?  If yes, please provide details. CRDC will contact you to determine how we may best assist. |
| **Intellectual Property (IP) Register Updates**  Have changes to Intellectual Property occurred in your project?  If yes, detail changes:  Have you discussed the IP with your R&D Manager? |
| **Variations**  Do you have a variation request?  *If yes, to request a variation you will need to submit this via the Fluxx portal by going to the left side navigation panel at Grants/Active and select the project. At the top right of the grant click Request Amendment then Variation, complete the form and Save. Lastly, go to the navigation panel at Variations/Draft and Submit to Grantee Admin.*  Please provide a brief explanation of the variation request here. You will provide a detailed explanation at the variation request. |
| **Documents**  *Please attach any/all relevant documents to the "Report Attachments" section. Supporting evidence including photos, data, trial reports, etc for each milestone or the project in general.* |
| **Grantee Admin Review**  Reports submitted by Grantee for their Admin to review will sit under Reports at ‘Awaiting Approval’.  Once you have reviewed the report, if all is in order click ‘Submit’ or you can return the report to draft for edits by clicking on Edit at the top right, adding your comment, Save and Close then ‘Send back to Grantee’. |